

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
11090

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Philadelphia, PA

5. Duty Station

Philadelphia, PA

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical
☒ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

AAAA

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Marine Machinery Mechanic	WG	5334	11		
e. Recommended by Supervisor or Initiating Office	Marine Machinery Mechanic	WG	5334	11		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

NAVSURFWARREN CARDEROCK DIV 20817

c. Third Subdivision

Major Programs Branch, C/911

a. First Subdivision

Machinery Research & Engineering Department, C/90

d. Fourth Subdivision

b. Second Subdivision

Program & Platforms Division, C/91

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Thomas Perotti, Hd., Major Programs

Signature

PEROTTI, THOMAS, A. 1229042633

Digitally signed by PEROTTI, THOMAS, A. 1229042633
DN: cn=PEROTTI, THOMAS, A. 1229042633, email=perotti.thomas@navsupers.com, o=NAVSURFWARREN CARDEROCK DIV 20817, ou=NAVSURFWARREN CARDEROCK DIV 20817, c=US

Date

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Thomas Perry, Hd., Programs & Platforms Division

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Thomas Perry, Acting TD

Signature

PERRY, THOMAS, A. 1228889810

Digitally signed by PERRY, THOMAS, A. 1228889810
DN: cn=PERRY, THOMAS, A. 1228889810, email=perry.thomas@navsupers.com, o=NAVSURFWARREN CARDEROCK DIV 20817, ou=NAVSURFWARREN CARDEROCK DIV 20817, c=US

Date

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)